



STATE OF MONTANA  
Department Of Administration  
State Information Technology Services Division



<u>DECISION BRIEF</u> <u>SUMMARY SHEET</u>	
<b>Proponent:</b> Click here to enter text.	<b>Contact Information:</b> Click here to enter text.

Type	Impacted	Date
Choose an item.	Choose an item.	Click here to enter a date.
<i>This section (labeled rows 1, 2, 3) is for administrative use only</i>		
<b>1. Control ID</b>		
<b>2. Response Deadline:</b>	Click here to enter a date.	
<b>3. Publish Date:</b>	Click here to enter a date.	

<u>MANAGEMENT TEAM</u> <u>REVIEW/COMMENT</u>						
	Signature/Comments	Yes	No	NA	Date	
<b>Chief Information Security Officer &amp; Deputy CIO</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Financial Management Services Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Network Technology Services Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Information Security Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Application Technology Services Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Enterprise Support Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Enterprise Technology Services Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	



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<b>MANAGEMENT TEAM REVIEW/COMMENT</b>						
	<b>Signature/Comments</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	
<b>Public Safety Communications Bureau Chief</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Enterprise Security Manager</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>CIO Support Office Manager</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Communications Specialist</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	

<b>ENTERPRISE IT FINANCIAL WORKGROUP REVIEW/COMMENT</b>						
<b>Department</b>	<b>Comments</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	
<b>Commerce</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Corrections</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Fish, Wildlife, and Parks</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Judicial Branch</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Justice</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	



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<b>ENTERPRISE IT FINANCIAL WORKGROUP REVIEW/COMMENT</b>						
<b>Department</b>	<b>Comments</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	
<b>Labor and Industry</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Legislative Branch</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Montana State Library</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Natural Resources and Conservation</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Revenue</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	
<b>Transportation</b>	Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter a date.	



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**DECISION BRIEF SUMMARY**

**SUMMARY:** Click here to enter text.

**RECOMMENDED ACTIONS:** Click here to enter text.

1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
4. Click here to enter text.
5. Click here to enter text.
6. Click here to enter text.
7. Click here to enter text.
8. Click here to enter text.
9. Click here to enter text.
10. Click here to enter text.



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<b><u>RECOMMENDATION</u></b> <b>CIO DECISION</b>	
<input type="checkbox"/> Recommendation Approved	<input type="checkbox"/> Recommendation Disapproved
<input type="checkbox"/> Additional staff work required as noted:	
Assigned to:	Deadline:
<div><div>X</div><div>Click here to enter a date.</div><div>State of Montana, CIO</div><div>Click here to enter text.</div></div>	

-- END OF SUMMARY --



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**TO:** Click here to enter text.

**FROM:** Click here to enter text.

**SUBJECT:** Click here to enter text.

**POLICY AND OPERATIONS DECISION BRIEF**

Complete this section for policy, process, standards or procedure decision briefs.

- 1. Problem Statement:**  
Click here to enter text.
- 2. Factors bearing on the problem:**  
Click here to enter text.
- 3. Discussion:**  
Click here to enter text.
- 4. Conclusion:**  
Click here to enter text.
- 5. Review/Comment:**  
Click here to enter text.
- 6. Attachments:**  
Click here to enter text.

**SERVICE CATALOG DECISION BRIEF**

Complete this section for changes to the service catalog related to new, retired or changed (e.g. rates, enterprise) services.

- 1. Describe the proposed service or change to the service:** *This paragraph summarizes the proposed new service or change to existing service.*  
Click here to enter text.
- 2. Customer Impact:** *Detail what customers are impacted and how. For new service, provide estimate of how many and what customers will most likely utilize the service.*  
Click here to enter text.
- 3. SITSD Resource Requirements:** *What are the estimated SITSD resource requirements? (Staff, training, budget, procurement, project, technical needs, etc.)*  
Click here to enter text.
- 4. Cost Recovery:** *What are the costs of this proposal and how will costs be recovered? (Estimate rates and FTM considerations-final rate development will occur per approval of this request).*  
Click here to enter text.



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5. **Recommendation:** *Tell the reader the action necessary to implement the service or change. This should be complete so the approver (CIO, Deputy CIO or Director) only needs to sign to make the solution happen.*  
[Click here to enter text.](#)
6. **Attachments:**  
[Click here to enter text.](#)